

**PUBLIC RECORDS ACT
POLICY OF THE
OFFICE OF SELF INSURANCE PLANS**

A. The office hours of Office of Self Insurance Plans (OSIP) are from 8:00 a.m. to 5:00 p. m., Monday through Friday except state holidays.

B. Requests to inspect public records of this Office should be directed to:

Jill Patterson, PRA Coordinator
Office of Self Insurance Plans
2265 Watt Avenue, Suite 1
Sacramento, CA 95825
(916) 574-0300

C. The (OSIP) contact person will respond to the party requesting the public records within 10 calendar days from receipt of the request, stating whether they will be able to comply with the request, unless an extension for up to 14 calendar days is reasonably necessary for the proper processing of the particular request for any of the following reasons set forth in Government Code Section 6253.

- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
- (2) The need to search for , collect, and appropriately examine a voluminous amount of separate and Distinct records which are demanded in a single request.
- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
- (4) The need to compile data, to write program language or a computer program, or to construct a computer report to extract data.

D. Copies of any specifically described and identified public record not exempt from disclosure will be made as soon as practicable upon request. The charge for photocopies is .20 cents a page. Reasonable restrictions may be placed on general requests for voluminous classes of documents, restricting copies to specific requests for copies of specific documents.

E. Electronic data will be made available in electronic format as required by Government Code section 6253.9. Direct costs incurred by (OSIP) in extracting and providing computer data, including personnel time in certain circumstances shall be paid by the recipient.

F. It is not necessary for a request for documents to be made in writing. When a response to a written request for inspection or copies of public records that includes a determination that the request is denied in whole or in part, the response shall be in writing as required by Government Code Section 6255. The response shall set forth the names and titles or positions of each person responsible for the denial, as required in Government Sections 6253.

G. Title 8, Chapter 8, Subchapter 1, Article 9, Section 15405 provides information on confidentiality and specific records that are not public records. Due to confidentiality requirements, OSIP's files are not open for direct inspection by the public. Requests for copies of public records are handled by (OSIP) personnel and counsel.